

NAVSTABREMINST 5560.2
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NAVAL STATION BREMERTON INSTRUCTION 5560.2

From: Commanding Officer, Naval Station Bremerton

Subj: DEPARTMENT OF DEFENSE VEHICLE DECAL ISSUE

Ref: (a) OPNAVINST 11200.5B/MCO 5110.1B (NOTAL)
(b) OPNAVINST 5560.1B
(c) SECNAVINST 1740.2C

1. Purpose. Chief of Naval Operations has directed that ships wishing to issue DOD decals to their active duty members be provided a procedure to follow which fits into the servicing station's existing vehicle registration system. Per references (a) through (c), this instruction establishes standard procedures and forms for home ported ships at Naval Station Bremerton (NAVSTA Bremerton) to register and mark privately owned motor vehicles for their military members.

2. Policy

a. Registration. Military personnel assigned to homeported ships participating in this program who desire to drive their privately owned vehicles (POV) on NAVSTA Bremerton will register their POV's with the Ship's Master-at-Arms upon reporting on board. The NAVSTA Bremerton Pass and ID Office will continue to issue decals and active duty parking permits for personnel assigned to visiting ships and ships in a repair availability at Puget Sound Naval Shipyard.

b. Department of Defense Decal. The DOD Decal, DD Form 2220 (1NOV79) is the primary vehicle entry credential for NAVSTA Bremerton. Components of the decal as used at this station include:

- (1) The serialized decal
- (2) Expiration date indicator decal
- (3) Base designation decal

(4) Grade insignia decal for officer grades O-6 and above and enlisted E-7 and above.

NAVSTABREMINST 5560.2
27 Apr 01

(5) CO, XO, and CMC decals are optional and may be obtained from NAVSTA Bremerton Pass and ID office.

3. Obtaining a DOD Decal for an Auto

a. Persons specified in paragraph (2) may obtain the DOD Decal updates by reporting to the ship's Master-at-Arms, providing the information required and attesting that:

(1) Applicant is the registered owner/one of the registered owners and has a valid certificate of state registration for the vehicle. Applicants authorized to operate another person's vehicle may register that vehicle when a Notarized Letter granting permission by the vehicle's owner is presented.

(2) Applicant possesses a valid state driver's license.

(3) Vehicle(s) has, and will continue to carry, the minimum motor vehicle insurance prescribed by the state of Washington. Minimum requirements are \$25,000 bodily injuries, \$30,000 property damage, and \$10,000 liability coverage.

b. Upon meeting the above requirements, a decal will be issued. The base designated component with color code and expiration will be issued as follows:

(1) Officers - Blue background with white legend, not to exceed six years.

(2) Enlisted - Red background with white legend, expires same date of military ID expiration but not to exceed six years.

c. Ships may also record decals issued by another military installation, ensure the member meets the above requirements, and forward the data to NAVSTA Bremerton Pass and ID weekly per paragraph 6 below.

4. Motorcycle. Procedures for registering motorcycles are the same as for autos, with the following additional requirement:

a. Member must have completed a motorcycle safety course and have in their possession a motorcycle safety course card to register a motorcycle. A temporary decal may be issued at Bldg. 981 only up to course completion date, if applicant has signed up

for motorcycle safety course. Upon satisfactory completion of the course, a DOD Decal may be issued.

5. Suspension of Driving Privileges

a. Military personnel on NAVSTA Bremerton suspension list will not receive a DOD decal until driving privileges are reinstated by the NAVSTA Bremerton Traffic Court Officer.

b. Dependents of suspended members can obtain a DOD Spousal decal only at Bldg. 981 (Pass and ID Office).

6. Accountability of Decals. Home ported ships participating in this program will have a DOD decal custodian designated in writing by the Commanding Officer. An alternate custodian may also be designated, but their duties may not be delegated. The designated custodian(s) will be responsible for:

a. A daily accounting for DOD decal material in their possession.

b. Maintaining a log book or data base of all DOD decals issued by their command.

c. Signing for and picking up DOD decals and related material at NAVSTA Bremerton Pass and ID.

d. Handling/storing DOD decals and related materials as controlled items.

e. Weekly, forwarding registration information of decals issued to NAVSTA Bremerton Pass and ID.

f. Conduct a monthly audit of DOD decals with NAVSTA Bremerton Pass and ID. Support spot checks at anytime.

J. A. HOLDEN

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